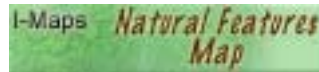


# User Guide



When you click on the **I-Maps Natural Features Map** button two new windows will open, one stacked on top of the other. The window on the bottom is an overview map of Leon County. The top window is the **Search Page**. This page allows you to go directly to a location on the map using a **Property Parcel ID**, a **Property Parcel Address**, or a **Street Intersection**. If you do not have this information or would just like to go straight to the map and close the **Search Page**, you can choose to [Explore the County](#).

A screenshot of the "Search Page" interface. It has a green background with a textured, stone-like appearance. At the top, the title "Search Page" is written in a large, stylized, brown font. Below the title, the text "Search by:" is centered. There are three main search options, each with a bullet point and a text input field. The first option is "Parcel ID:" with a text input field and a "Find Parcel" button below it. The second option is "Parcel Address:" with a text input field and a "Find Address" button below it. The third option is "Intersection:" with two text input fields separated by an ampersand, and a "Find Intersection" button below them. At the bottom, there is a link "Explore the County" and a note "(close this window and go to the Leon County map)".

**Search Page**

Search by:

- Parcel ID:  (ex. 2136250901415) or (ex. 113063 E0020)
- Parcel Address:  (ex. 301 Monroe St)  
(requires valid street number and name)
- Intersection:  (ex. Thomasville Rd)  
&  (ex. Hermitage Blvd)

• Don't have the above info?  
[Explore the County](#)  
(close this window and go to the Leon County map)

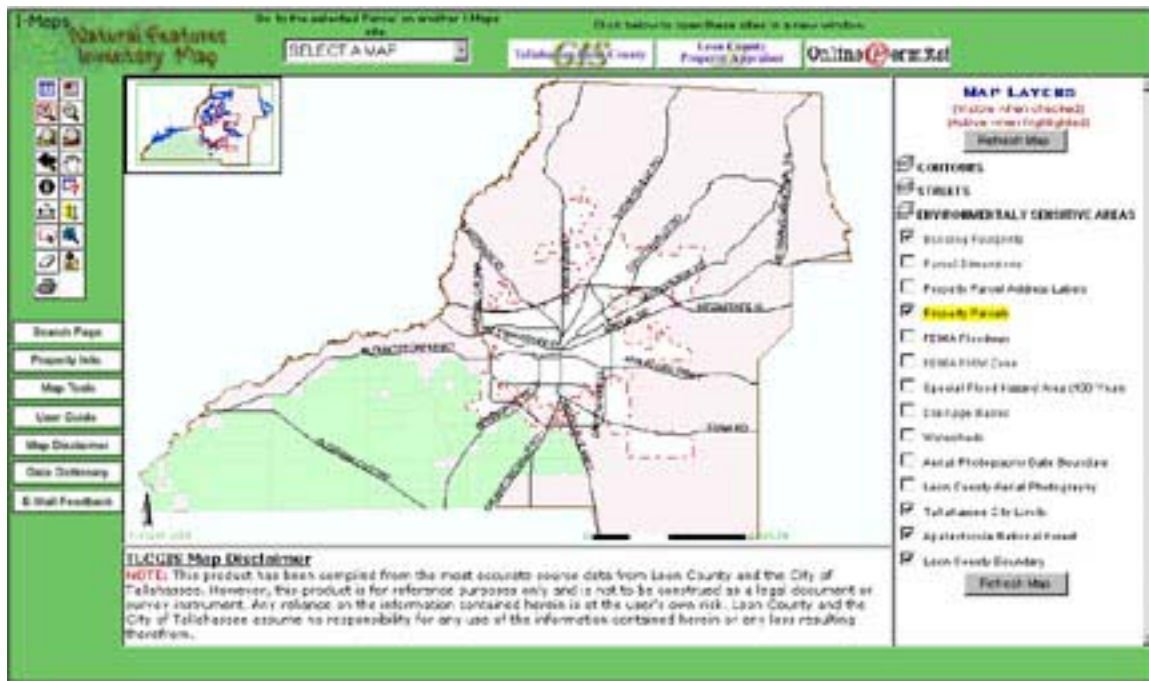
To use the **Search Page** by **Parcel ID** you must know the 13-digit Tax ID number for the property you want to locate. Make sure to type it in leaving spaces if there are blank spaces in the ID number. Click **Find Parcel**. The **Search Page** will close and you will be zoomed into the property, which will be highlighted in yellow on the map.

To use the **Search Page** by **Parcel Address** you must know the house number, street name and street type (e.g., St, Rd, etc.) Type in the address and click **Find Address**. The **Search Page** will close and you will be zoomed into the property, which will be highlighted in yellow on the map.

To use the **Search Page** by **Intersection** you need the street names and street types of the two streets that intersect. Type the names of the streets into the boxes and click **Find Intersection**. The **Search Page** will close and you will be zoomed into the intersection, which will be shown with a red dot on the map.

A map will then appear showing the property or intersection you searched for. You can use a variety of "Map Tools" to do more. These "Map Tools" will be discussed later in this guide. In the results window at the very bottom of the screen, below the map, the property's 13-digit Tax ID number will be [highlighted in blue](#). Click on this to go the property record on the Leon County Property Appraiser's web site.

To go directly to the map click [Explore the County](#).



## **ABOUT THE BUTTONS ON THE TOP OF THE PAGE:**

### **Links**

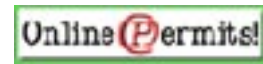
Click on any of the three link buttons at the top of the page to open that web site in a new window.



Tallahassee-Leon County GIS home page.



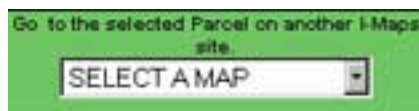
Leon County Property Appraiser



Tallahassee-Leon Online Permit System

### **Drop-Down Map Selection**

When you have a single specific Property Parcel selected, you can use this drop-down menu to 'jump' to another map (Locator Map, Elections Map, or Historic Resources Map). You will be zoomed in to the Property Parcel you have selected and the Parcel will be selected in the new map.



## Map Tools and Information Buttons

### Map Tools



Map Tools	
	Toggles between the <b>LAYER LIST</b> and the symbol <b>LEGEND</b> at the far right of the screen.
	Turns the <b>OVERVIEW MAP</b> on and off in the top left of the main map.
	Drag a box or click on the map to <b>ZOOM IN</b> .
	Click on the map to <b>ZOOM OUT</b> .
	Zoom to the map's <b>FULL EXTENT</b> .
	Zoom the map to the selected or <b>ACTIVE LAYER</b> .
	Return the view to the <b>LAST EXTENT</b> .
	Click and drag on the map to <b>PAN</b> .
	<b>IDENTIFY</b> features on the <b>ACTIVE</b> layer by clicking on them.
	Form a <b>QUERY</b> to select a feature.
	<b>MEASURE</b> distances on the map in feet.
	Create a <b>BUFFER</b> around selected features.
	<b>SELECT</b> features on the <b>ACTIVE</b> layer by <b>RECTANGLE</b> .
	<b>SELECT</b> features on the <b>ACTIVE</b> layer.
	<b>CLEAR</b> the feature selection or graphics.
	<b>LOCATE</b> and address by Street Address, Street Intersection, or Property Address.
	<b>PRINT</b> the map you have on the screen.

This covers the most commonly used tools. Please contact **Valerie Johnson, 488-2819**, or [johnsonv@mail.co.leon.fl.us](mailto:johnsonv@mail.co.leon.fl.us) for help with questions not covered here.

Print this Document

The group of small buttons on the top left side of the screen is your **Map Tools**.

For an on-screen explanation of what each tool does, click on the large white button on the bottom left side of the screen labeled "**Map Tools**."

A new window will open. You will see a short description of each tool. Read this and you will have the basics you need to use the map. Refer back to this help as needed while you explore the functionality of the map, or print the **Map Tools** page for a hard copy reference.

### Information Buttons




The large buttons at bottom left of the screen are your **Information Buttons**.

Search Page

The "**Search Page**" button will re-open the **Search Page** so that you can use it to locate another property.

Property Info.

The **Property Information Sheet (PIS)** displays a small map of a parcel and information about taxes, valuation, school zones, elected officials, and more that you can print to a letter-sized page. The "**Property Info. Sheet**" button opens the **Property Information Sheet Search Page**. If you have a single Property Parcel selected on the map and you click on the **PIS**, the **PIS Search Page** opens with the selected Property Parcel ID

filled in. Just click the "**Return Info**" button  and the **PIS** for the selected property parcel will open.

To use the **PIS Search Page** by **Property ID** you must know the 13-digit Tax ID number for the property you want to locate. Make sure to type it in leaving spaces if there are blank spaces in the ID number. Click "**Return Info**". The **PIS Search Page** will close. A new page will display data, a location map and hyperlinks for the given property.

**Property Information Sheet**

**Search Page**

**Search by Property ID:**  
(13 characters - ex: 2136250901415)

[Return Info](#)

**Search by Property Address:**

House Number:  (ex: 213)

Street Prefix:  (ex: N, S)

Street Name:  (ex: Call)

Street Type:  (ex: Rd, Dr)

Street Suffix:  (ex: N, S)

Apt No:  (ex: B, 102)

[Return Info](#)

NOTE: This product has been compiled from the most accurate source data from Leon County and the City of Tallahassee. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County and the City of Tallahassee assume no responsibility for any use of the information contained herein or any loss resulting therefrom.

[Close Window](#)

To use the **PIS Search Page** by **Property Address** type in as much of the address as you know. If you only have part of the address, fill this in and click "**Return Info**". The **PIS Search Page** will close. A new page will display data, a location map and hyperlinks for the given property or a list of address choices. If your address was not complete and you get the list of choices,

"**Select**" [Select](#) the more complete address from the list. The list will close. A new page will display data, a location map and hyperlinks for the given property.

Click the "**Print Preview**" [Print Preview](#) button to view and print the **PIS**. At any step of the process you can click the "**Back to Search**" [Back to Search](#) button at the bottom of the form and go back to the last screen.

#### Map Tools

This button opens the "**Map Tools**" page, which explains what each tool does.

#### User Guide

The "**Site User Guide**" button opens this document.

#### Map Disclaimer

The "**Map Disclaimer**" button opens a new window. This document tells you that the data on the map is the best quality data available but to also rely on your own judgment and common sense when using this data. If you print a map for use, it is important to include this information with the map. Be sure to print the Disclaimer and include it when you print a map.



## Map and Data Disclaimers

### TLCGIS MAP DISCALIMER

**NOTE:** This product has been compiled from the most accurate source data from Leon County and the City of Tallahassee. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County and the City of Tallahassee assume no responsibility for any use of the information contained herein or any loss resulting therefrom.

### Limitations and Warnings on Use of Karst Data:

Most features in this layer were not field verified. With the exception of features identified as known and/or active, features were identified as potentially being karstic due to the closed depressional topography represented in the DEM. The Karst layer has been derived from the most accurate DEM data available, but in all cases where this data is used, a Licensed Professional Geologist should be acquired for verification.

### Limitations and Warnings on Use of Grades Data:

The elevation data used to generate the slope data may not be accurate in areas of heavy tree cover.

### Limitations and Warnings on Use of Wetlands Data:

Wetland features were obtained through remote sensing and topographic analysis with limited field verification. Site specific survey is needed to verify wetland boundaries.

For more information about the data displayed on this map, please visit the TLCGIS Data Dictionary at [www.tlccgis.org](http://www.tlccgis.org).

Print this Document

Close Window

## Data Dictionary

The next button down opens a detailed "**Data Dictionary**" that tells you specifically about each layer of data you may see on the map. It documents things like the scale the data was created at, the scale at which it is intended to be used, the original source of the data, and a contact for any questions regarding the data.

## Data Dictionary

### General Data Information

**Contact Organization:**  
Tallahassee Leon County GIS  
  
**Position:**  
GIS Specialist III  
  
**Phone Number:**  
(850) 498-2828

### Spatial Reference Information

**Coordinate System:**  
State Plane  
**Map Projection:**  
Lambert Conformal Conic  
**Zone:**  
Florida North (Zone 15N, FIPS 983)  
**Datum:**  
NAD83 (NAD83 with HPGN adjustment)  
**Units:**  
US Survey Foot (1 US Survey FT = 1200/3937 meters)  
**Spheroid:**  
GRS 1980

For a complete version of the TLCGIS Data Dictionary please visit <http://www.tlccgis.org>

Print this Document

**Continuous**  
**Continuous**  
  
**Streets**  
Road Edges  
Major Streets  
Street Segments  
  
**Environmentally Sensitive Areas**  
ESA Wetland Sources  
ESA Wetland Sinks  
ESA Wetlands  
ESA Canopy Road Buffer  
ESA Drapes  
ESA Fuel

### Map Layers

Building Footprints  
Parcel Dimensions  
Property Parcels  
FEMA Floods  
FEMA FIRM Core  
Special Flood Hazard Areas (SFHA)  
Trunkline Rights  
Wetlands  
Aerial Photography Data Boundary  
Leon County Aerial Photography  
Tallahassee City Limits  
Hatchwood National Forest  
Leon County Boundary

## Using the ESA

This one page document describes the appropriate uses of the Environmentally Sensitive Areas data.

## Guide to Using the WESA Data

### ESA—Environmentally Sensitive Areas

ESA includes: waterbodies, watercourses, wetlands, flood zones, physiographic provinces, significant and severe slopes, local features, special development zones, drainage basins and watersheds, native forests, high quality riparian forests, listed species, corridor roads, and environmentally significant areas.  
(Bold type indicates ESA Layers included on this map.)

### Appropriate Use of The Data:

The ESA data is intended to be used as a planning tool, and is not a final determination of features that are on a site.

### Limitations and Warnings

Under no circumstances should the ESA data be used as a final determination. Rather, it is an indication of the type and location of the features that are likely to be encountered on a site. Small features are frequently difficult or impossible to see through remote sensing techniques.

### Specific Warnings:

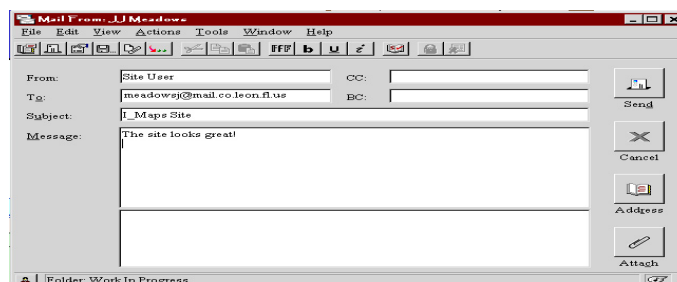
- 1) Not all detected features may be true principles in regions of low cover.
- 2) **Wet** features are closed contour depressions, but not all **wet** features are regulated as sensitive features; therefore, these features are often referred to as "potential **wet** features."
- 3) Not all mapped features are considered constraints (drainage basins, physiographic provinces).
- 4) Proprietorship—certain data sets are the property of other agencies (FNAI, State Department of Historical Resources), and it is necessary to contact those agencies directly for more information. At LCOESA, Jill Weisman or Ned Calk can provide some preliminary assistance; contact person for the COTOM is Josh Blue and Susan **Tandy** with COT Parks & Recreation; this data can be viewed on screen but may not be printed or distributed.
- 5) Forest and Listed Species **corridors** are always under further development. As it is not feasible to collect the kind of data through remote sensing techniques, it is likely that features have been moved.

### Important things to understand:

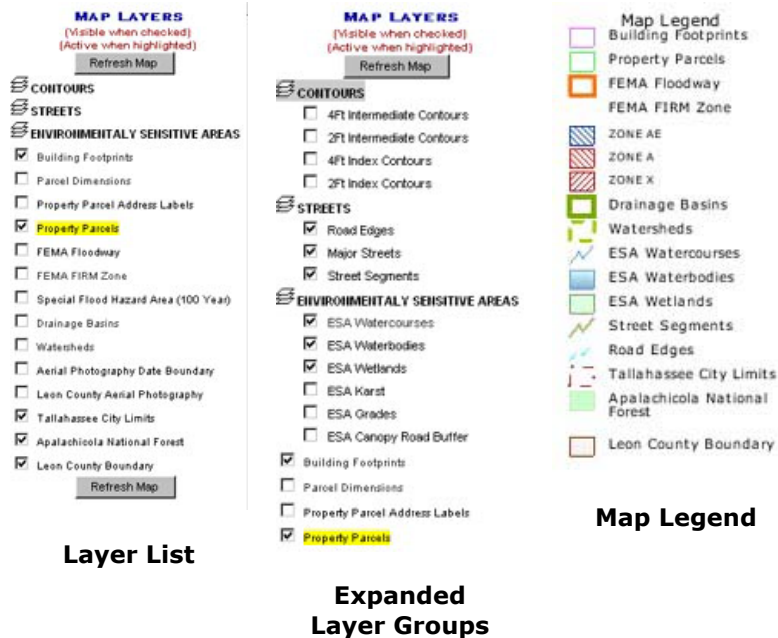
Use numbers of "CI" confidence intervals: 4=united boundary, 3= field verified, 2=source agree, 1=source disagree

## E-Mail Feedback

The button at the bottom is a handy way to "E-Mail Feedback" about the map to the TLCGIS staff. It opens a blank e-mail form that is already addressed to the TLCGIS Web Mapping staff and your return address. Just fill in the body of the e-mail form with your comments and hit Send.



## Layers and Legend



The area of the main window on the right side of the screen shows the “**Map Layers**.” “Layers” are the different sets of data you can select to show on your map.

The layers are “scale dependent”, meaning they only show up at the scale they are best viewed at. As you “zoom in” on the map more layers will become visible on the map.

Similar layers are grouped under drop-down folders. Click on the folder symbol to expand the list of layers in the group.

Layers that are currently shown on the map, or are visible, have a check in the square box to the left of the layer name. To turn on additional layers or to turn some of the layers off, just click in the square box to the left of the layer name and then click one of the

“**Refresh Map**” buttons

Refresh Map

(which are located at the top and bottom of the layer list).

The map will redraw to reflect the changes you’ve made.

A layer name highlighted in yellow (such as **Building Footprints** shown in the graphic above) indicates the “active” layer. The “active” layer is the layer that you can currently select features on and view the attributes (information) about those features. Only one layer can be “active” at a time. To change the “active” layer, click on the layer name. You do not need to click the “Refresh Map” button for the layer to become “active.”



The map tool at the top left of the map tools group “**toggles**” between the layers list and the map legend. The “**Map Legend**” is a reference to what each color and/or symbol on the map represents. The “**Map Legend**” will only show those layers currently displayed on the map.

## Map Tool Details



**Overview Map:** This tool “**toggles**” the small Overview Map on the top left corner of the Main Map on and off.



**Zoom In:** Click on the “**Zoom In**” tool on the left side of the screen. It looks like a magnifying glass with a plus sign on it. Now you can hold down the left button on your mouse and “click and drag” anywhere on the map and the map. The map will zoom in to that area. Keep using the “**Zoom In**” tool until you see some additional streets start to show up. You may have to zoom in several times before this happens. Experiment with turning some of the layers on and off. Don’t forget to click the “**Refresh Map**” button at the top of the “**Map Layers**” list if you turn layers on or off!



**Zoom Out:** To zoom out, click on the “**Zoom Out**” tool then “click” on the map to zoom out.



**Zoom to Full Extent:** Click on this tool and the map will zoom out to the “**Full Extent**” of the map data or the view you saw when the map window first opened.



**Zoom to Active Layer:** Click on this tool and the map will zoom to the extent of the layer that is “active.”



**Zoom to the Last Extent:** Click on this tool and the map will go back to the “**Last Extent**” that was showing or the previous view.



**Pan:** To move around to different parts of the map or pan, click on the “**Pan**” tool. It looks like a hand. Click the tool on the map, holding the left mouse button down and dragging the map in the direction you want to go. Repeat this process until you have located the area of the map you want.



**Identify:** You can get information about specific features (feature attributes) by using the “**Identify**” tool. First make “**active**” the layer you want to retrieve information from. Note that only one layer can be active at a time. That layer name will be **highlighted in yellow**. Next, click the “**Identify**” tool, and then click on a specific feature in the active layer on the map. Data about that specific feature is displayed in the window at the bottom of the screen. For example make the Property Parcels “active”. Use the “**Identify**” tool to see the information such as the Tax ID number, ownership data, and site address.



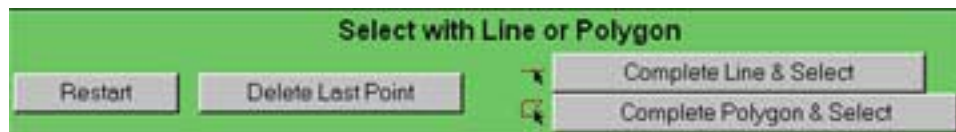
**Measure:** This tool requires a little ‘patience.’ You can use this tool to measure distances on the map. Click on the tool to make it active. You will see two boxes at the top left of the map, “**Total:**” and “**Segment:**”. Click on an endpoint of the feature you want to measure on the map. It may take a second but a green dot will appear where you clicked. Click on the second endpoint of the feature you want to measure. Once the green dot appears, the “**Total:**” and “**Segment:**” boxes will be filled in with the distances. If you want to keep measuring the same feature, keep clicking and waiting for the dot to appear. When you are finished measuring a given feature, double click on the last endpoint. You can click on the “**Clear**” tool to clear the green dots and the “**Total:**” and “**Segment:**” boxes.



**Select by Rectangle:** Make sure the layer containing the features you want to select is “**active**” or **highlighted in yellow** in the layer list. Click on this tool, then click and drag a rectangle around the features on the map that you want to select. The selected features will be highlighted in yellow and the selected feature attributes will be displayed in a table in the window at the bottom of the screen.



**Select by Line or Polygon:** Once again make sure the layer containing the features you want to select is “**active**” or **highlighted in yellow** in the layer list. Click on this tool and the window at the bottom of the screen will look as follows.



To select by “**line**” click to place a blue point on the screen and continue placing points on your line. If you place a point that you do not want, click the **Delete Last Point** button to undo the last point placed. Click on the **Complete Line & Select** button to select the features under the line. The selected features will be highlighted in yellow and the selected feature attributes will be displayed in a table in the window at the bottom of the screen. To make another selection, click the **Restart** button to clear the selected features and start over.

To select by “**polygon**” click to place a blue point on the screen and continue placing points on your polygon. Then click on the **Complete Polygon & Select** button to select the features under the line. The selected features will be highlighted in yellow and the selected feature attributes will be displayed in a table in the window at the bottom of the screen.



**Buffer:** To use the “**Buffer**” tool you must first have features selected on a layer using the results of a search, the “**Select by Rectangle**” tool or the “**Select by Line or Polygon**” tool. Once you have features selected, click on the “**Buffer**” tool and the window at the bottom of the screen will look as follows.





Choose a layer to perform the buffer on from the pull-down list on the left (Highlight features from), then choose the units of measurement you would like to use from the pull-down menu on the right. Finally enter the distance for the buffer in the middle box (within a distance of). Click to put a checkmark in the Display Attributes box. Then click **Create Buffer**.

The resulting buffered features will appear in a pink or red color. The resulting feature attributes will be displayed in a table in the window at the bottom of the screen. You will also see a "**Save Table**" button at the top of the results table. Clicking this button saves the buffer results table into a Microsoft Excel Comma Separated Values File or .csv file so that you can download the results table to your local drive. Click [Download Text File](#) then navigate to the location you want to save the file. You can rename the file before you save it to something more meaningful. The file can be opened in various text editing, spreadsheet, and database software programs.



#### **NOTE:**

The csv (comma separated values) file that is created will not import correctly into Excel when "double-clicked". The reason for this is that Excel applies "general" formatting to all fields when a csv file is opened in this manner. The correct way to open it is to open an instance of Excel and a workbook then use the import wizard by going to Data|Import External Data|Import Data and following the prompts, set the first field format to text.

Below is a link to a [VBscript](#) that will do this for you. It should be **saved** to the same folder that you download your "junk.csv" file. When you doubleclick this .vbs file it will bring up Excel on your computer and import the file "junk.csv" in the correct format. Works with Excel 2002! Requires Windows Scripting Host 5.6

#### **[Data Import Script](#)**



**Clear:** This tool "**Clears**" or un-selects the selected features and/or graphics on the map.

## Locating a Specific Address



This tool provides the same functionality as the **Search Page**.

Use the **"Locate Address"** tool (near the bottom of the tool group; it looks like an envelope with a pushpin on it) to find a specific address on the map. Once you click the **"Locate Address"** tool, some boxes show up at the bottom of the screen.

The first box, called **"Layer"**, is a drop-down list with two different ways for you to find addresses.

**1. Street Intersections:** To locate an intersection click on the **"Locate Address"** tool. By default, the **"Streets"** choice is active, so simply click in the **"Street"** box and type a street (Tennessee St), then click in the **"Cross Street"** box and enter a second street (Ocala Rd). Then click the **"Locate"** button. The map either labels and displays the intersection, or gives you a list of possible matches to select from (click the blue number on the one you want).

**2. Parcel Addresses:** Use this to find a specific address using the property parcel database. After clicking on the **"Locate Address"** tool, click on the drop-down arrow in the **"Layer"** box. You will see a choice of **"Property Parcels."** Click on this choice and then you **MUST** click on **"Select Layer."** That is easy to forget, but you have to do it! Next, simply click in the **"Street"** box (the white box), type the address, and click **"Locate."** This method of locating an address relies on closely matching the address you enter with the official address listed in the Property Appraiser's database.



**Print:** Once you have the map looking the way you want on the screen, simply click the **"Print"** tool. A new print interface appears at the bottom of the screen.

You can give your map a custom title and sub-title. Choose a paper size using the drop-down list of paper size choices (8.5x11, 11x17, 22x34, and 36x48). Note that you must have a large-format plotter in order to print maps that are 22x34 or 36x48. Choose an optional map scale from the drop list of 10 scale choices (1":100 ft, 1":200 ft, 1":300 ft, 1":400 ft, 1":500 ft, 1":800 ft, 1":1000 ft, 1":2000 ft, 1":1 mile, 1":10 miles). If you don't select a scale, the map will print close to what you see on your screen.

Then click on "**Preview Layout.**" A new window opens, showing the map available to print. Using the Microsoft Internet Explorer "**File**" and "**Print**" menu choices, select the printer or plotter, you want to use first. Then make sure to set the printer properties to the paper size you chose for the map and "landscape" page orientation. Then click "OK" to send the layout to the printer. If you select 11x17 to be printed to a printer rather than a plotter, you will likely have to manually feed an appropriately sized sheet of paper into the printer.